

City of St. Helens  
***Library Board***  
**Minutes from Monday, May 10, 2021**  
St. Helens Public Library via ZOOM

**Members Present**

Becky Bean  
Dan Davis  
Melisa Gaelrun-Maggi, Chair  
Amanda Heynemann, Past Chair  
Jessica Sturdivant

**Members Absent**

**Guests**

**Councilors in Attendance**

**Staff Present**

Margaret Jeffries, Library Director  
Dan Dieter, Library Board Secretary



**CALL MEETING TO ORDER:** The meeting was called to order at 7:17 pm by Chair Gaelrun-Maggi.

**INVITATION TO CITIZENS FOR PUBLIC COMMENT:** N/A

**PREVIOUS MEETING MINUTES:** Minutes were reviewed and approved.

**WELCOME NEW BOARD MEMBER AND INTRODUCTIONS:** All board members and staff present introduced themselves to newly appointed board member Jessica Sturdivant.

**SELECT NEW MEMBER FOR INTERVIEW SUBCOMMITTEE:** The group discussed the need for a second board member to assist with interviews, and Member Heynemann volunteered for the assignment. There are currently two new prospective applicants and Chair Gaelrun-Maggi stated that she will email them to schedule interviews. Director Jeffries stated that Rachel Berry, Government Affairs & Project Support Specialist with the City of St Helens will present a Board Orientation at the June Library Board meeting. Given the timing of the orientation, the two prospective board members will be invited so that if any of them are appointed, they will have attended

this valuable training.

**REVIEW OF LIBRARY BOARD ANNUAL PRESENTATION:** Chair Gaelrun-Maggi presented an updated annual presentation that will be presented to the City Council on May 19, 2021. The presentation includes information on the Makerspace, the newly repainted book drops, as well as details on programs and activities from the last year. The presentation should last about 9 minutes. The group discussed printing the presentation for the City Councilors, and also to include photos of the Library in use, for example, patrons using curbside services through the Armstrong Room.

**LIBRARY DIRECTOR'S REPORT:** Director Jeffries stated that she has been working on several things. The current risk assessment has lowered the number of patrons who can be in the building at the same time, even though Governor Brown has dropped the assessment to 'high' risk, down from extreme risk, the definitions have changed, and we are still only allowing 6 patrons in the building at any one time. We are currently running two points of service and this makes staffing a challenge because it required three people instead of two. These challenges will be amplified as we transition to more 'open' hours. Director Jeffries stated that it is getting close to the end of the fiscal year and she is spending time balancing accounts. Director Jeffries also stated that she has submitted an updated Library Assistant job description to the City for review and approval. She has also requested a review of the compensation for that position. Once approved, she will advertise and hire an additional Part Time Library Assistant. There are plans for an open house and ribbon cutting for the Makerspace in the fall. Reference Librarian Herren-Kenaga is planning a Genealogy Conference to be held on September 17 and 18. There will be options for 'in person' as well as on-line participation. The Scappoose Public Library sponsor a Columbia County Reads program during the last two weeks of September.

**CITY COUNCILOR'S REPORT:** N/A

**BOARD MEMBER CONCERNS / COMMENTS / QUESTIONS:** Member Bean asked if the take-and-makes from the Rec Center are the same as those available at the Library. The group concurred that they are two separate sets of program materials. Chair Gaelrun-Maggi and Director Jeffries stated that they are interested in restarting the Book Club that is traditionally run by board members.

**SUMMARIZE ACTION ITEMS:** Chair Gaelrun-Maggi will email Member Heynemann to start the scheduling process for the two new prospective board member applicants.

**NEXT MEETING:** The next regularly scheduled meeting will be Monday, June 14, 2021 at 7:15 p.m. via Zoom.

**ADJOURNMENT:** Chari Gaelrun-Maggi adjourned the meeting at 8:18 pm.

CR

Respectfully submitted by:

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Library Board Secretary, Dan Dieter

## 2020-2021 Library Board Attendance Record

*P=Present E=Excused Absence U=Unexcused Absence*

Date	Bean	Beardslee	Birke	Davis	Gaelrun-Maggi	Heynemann	Stanko	Sturdivant	VACANT
07-10-2020	Meeting Cancelled								
08-10-2020	P	P	P	E	P	P	E		
09-14-2020	P	E	E	P	P	P	E		
10-12-2020	P	P	P	P	P	E	P		
11-9-2020	P	E	P	P	P	P	P		
12-14-2020	P	P	P	P	E	P	E		
01-11-2021	Meeting Cancelled								
02-24-2021	E	E	-	P	P	P	P		
03-08-2021	P	E	-	P	P	P	P		
04-12-2021	E	E	-	P	P	P	P		
05-10-2021	P	-	-	P	P	P	-	P	
06-14-2021									